



中華人民共和國香港特別行政區政府
教育局
Education Bureau
The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

教育主任(行政) Education Officer (Administration)

教育主任(行政)職系同事心繫學生福祉，齊心推動各項教育措施，支援學校提供優質教育。歡迎加入我們的行列，一展你對推動香港優質教育的抱負。

With the well-being of students at heart, colleagues of Education Officer (Administration) endeavor to implement various education policies and assist schools in the provision of quality education. Join us and achieve your aspirations in pushing forward the quality education of Hong Kong.



有別於一般的學校行政工作，教育主任(行政)職系同事除了有機會參與制定教育政策，為香港整體教育出謀獻策，亦會為個別學校的發展提供專業意見。他們日常的工作範疇涉獵甚廣，例如：建校、財務管理、學校支援、對外聯絡、電腦系統管理、教育研究、推行教育政策、執行香港教育相關的法例、教師專業培訓及監察教師專業操守等等，工作既具挑戰性亦富有意義。教育局十分注重本職系同事的專業培訓，透過定期調職讓同事發揮所長。若你能細心分析、耐心溝通，又能獨立工作及應對危機，就不要錯過加入教育主任(行政)職系的機會，為推動香港教育作出貢獻。

教育主任(行政)職系的主要職務如下：

1. 協助進行教育研究、檢討及政策規劃工作；
2. 支援學校行政工作，並進行諮詢探訪及視學；
3. 與校長聯絡，分享和建議學校的發展需要和方向，提供專業支援服務；
4. 與海外和內地的政府教育機構專業交流；
5. 視察學校，確保學校遵行有關的教育條例及教育規例；
6. 管理各項建校計劃和批核學校大型設施維修；
7. 處理學校註冊、法團校董會校董註冊；
8. 處理有關教師 / 教育專業人員的註冊、訓練及發展事宜；
9. 分配公營學校學位；以及
10. 發展教育資訊電腦系統，協助學校管理行政工作。

Distinctive from ordinary administration work in schools, colleagues of Education Officer (Administration) (EO(A)) not only contribute their wisdom to the formulation of education policies and overall education of Hong Kong, they also provide professional advice to individual schools on school development. Their daily duties spanning a wide spectrum are both challenging and meaningful, for example, school building, financial management, school support, external liaison, management of information technology systems, education research, implementation of education policies, enforcement of the laws related to education in Hong Kong, professional development of teachers and monitoring of teachers' professional conduct, etc. The Education Bureau attaches great importance to the professional development of EO(A) colleagues. They could realise their potential through regular posting. If you are capable of carrying out analysis with circumspection, communicating with patience, working independently and handling crisis, please don't miss the chance to strive for pushing forward the education of Hong Kong by joining the EO(A) grade.

Major duties of EO(A) grade are as follows:

1. Assist in conducting education research and review, and policy planning;
2. Provide support to school administration and conduct consultations, visits and inspections;
3. Liaise with school principals, share and make recommendations on school development needs and directions, provide professional support services;
4. Engage in professional exchange with overseas and mainland government bodies in education;
5. Inspect schools to ensure schools' compliance with Education Ordinance and Education Regulations;
6. Manage various school building projects and process major repair works in schools;
7. Handle school registration and registration of Incorporated Management Committee managers;
8. Handle registration, training and development of teachers/education professionals;
9. Allocate public sector school places; and
10. Develop information technology systems in education to facilitate schools in managing administrative work.

招聘職級 Recruitment Rank

職位/薪金 Post/Salary	入職條件 Entry Requirements
<p>助理教育主任(行政) Assistant Education Officer (Administration)</p> <p>總薪級表 Master Pay Scale 第21點至第33點 Point 21 to Point 33</p>	<ol style="list-style-type: none"> 1. 持有香港頒授的學士學位，或具備同等學歷； a Hong Kong bachelor's degree, or equivalent; 2. 持有香港專上教育機構頒授的教育證書，或具備同等學歷； a certificate in education from a Hong Kong tertiary educational institution, or equivalent; 3. 在取得學士學位後，具備三年有關工作經驗； three years' relevant post-degree experience; 4. 符合語文能力要求，即在綜合招聘考試兩份語文試卷(中文運用及英文運用)取得「二級」成績，或具備同等成績；以及 met the language proficiency requirements of 'Level 2' results in the two language papers (Use of Chinese and Use of English) in the Common Recruitment Examination (CRE), or equivalent; and 5. 在《基本法及香港國安法》測試取得及格成績。 a pass result in the Basic Law and National Security Law Test.

註: 有關最新薪酬，請瀏覽公務員事務局網頁 (www.csb.gov.hk)。

Note: For the latest salary, please visit the website of Civil Service Bureau (www.csb.gov.hk).

